UNDERSTANDING THE PERKINS PROCESS

1 The Reporting & Grants Coordinator (RGC) will send out Perkins request forms at the **end of January.**

2 Any personnel requests for a full or part-time position are due to the Executive Committee (EC) by **mid-February.**

3 Perkins request forms are due back to the RGC at the **end of February.**

4 The RGC will review request forms to see if additional info is needed. **Applicants will have 1 week to provide additional detail.**

5 The RGC will hold a meeting with the Perkins Committee in **mid-March** to review request forms.

6 The Perkins Committee will score request forms and the RGC will graph results.

7 Results will be sent to EC as an information item.

8 The RGC will hold a meeting with the Perkins Committee in **early April** to discuss what projects will be submitted to OCHE.

9 Rankings and projects to be submitted to OCHE and will be shared with College Council **late April.**

10 Approved OCHE projects will be emailed to everyone by **July 1.**

11 The RGC will meet with Perkins Project directors to go over expectations **July through September.**